



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 6/13/14

CLOSING DATE: 7/21/14

JOB TITLE: Programmer Analyst (Contract Administration)

RANGE: 12

DIVISION: Contract Administration: IT

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Work closely with Information Technology staff, business area users and vendors/consultants as may be appropriate to formulate computer code and develop reports and workflows to user specifications; test and document operations; provide training and system documentation including test scripts and user manuals. analyze and correct application problems; assist users in preparing business requirements; analyze data and assist in data conversion mapping and testing; train users in testing and using business applications; assist in maintaining the availability of centralized and remote network services, PC support and systems performance as needed. Generate reporting specifications and automate reports on an as needed basis. Develop reports to user specifications from SQL databases. Coordinate with Network Administrators to set up and maintain hardware and software environment for Internet/Intranet systems and firewall for the administration of security with Internet use. Monitor the maintenance of routers and bridges to provide better system performance; and perform related duties as required.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Four (4) year college degree in Management Information Science or related field; eight (8) years of progressively responsible experience; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities; Oracle Workflows a plus.

SKILLS:

Extensive knowledge of SQL databases, SQL reporting tools, Internet and Intranet tools and troubleshooting PC problems. Knowledge of Windows 7 and Windows 2008, installation methods of Bridges, Routers and Servers and Workflow development. Ability to devise solutions and make recommendations based on analyses. Create functional specifications and train system users. Ability to maintain a positive work atmosphere in an appropriate manner of behavior that ensures cooperation and effective communication with customers, clients, peers and management

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us

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